



Curriculum Committee Agenda

Multi-Disciplinary Center–West 312 (MCW-312)

September 3, 2019 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2020 UNLESS OTHERWISE NOTED.

I. ROLL CALL (Quorum is 9 out of 16 voting members)

VOTING MEMBERS		
Faculty co-chair	<input type="checkbox"/> Michael Bowen	
Articulation Officer	<input type="checkbox"/> Thao Brabander	
Technical Review Chair	<input type="checkbox"/> Michael Callahan	
Academic Senate President	<input type="checkbox"/> Lydia Morales	
AFT Rep.	Vacant	
Career Education I Division	<input type="checkbox"/> Kelly Wellman	<input type="checkbox"/> Nicole Falco
Career Education II Division	<input type="checkbox"/> Dorothy Farias	<input type="checkbox"/> John Clark
College Outcome Group Representative	<input type="checkbox"/> Asher Sund or Aurora Meadows	
English & Math Division	<input type="checkbox"/> Peter Yi	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input type="checkbox"/> Jeff Fischer	<input type="checkbox"/> Maline Werness-Rude
Library, Languages, Behavioral & Social Sciences Division	(Vacant)	(Vacant)
Librarian	<input type="checkbox"/> Peter Sezzi	
Sciences Division	<input type="checkbox"/> Chloe Branciforte	<input type="checkbox"/> Jennifer Garner
Student Services Division	<input type="checkbox"/> Mario Rivera	<input type="checkbox"/> Angelica Gonzales or Gema Espinoza Sanchez
NON-VOTING MEMBERS		
CIO co-chair (Interim)	<input type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC Senator of Internal Affairs)	<input type="checkbox"/> Michael Schouten	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input type="checkbox"/> Lisa Putnam	<input type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Lynn Wright	<input type="checkbox"/> Marcelo Vazquez
Dean	<input type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Phil Briggs
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input type="checkbox"/> Sharon Oxford	
Registrar (Interim)	<input type="checkbox"/> Sarah Mossembekker	

- II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)**
- III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹**
 - A. New member introductions (Information) – M. Bowen**
 - B. Text change to AP 4100 in catalog (Information; see attachment) – M. Bowen**
 - C. CVC-OEI (Information) – J. Kalfsbeek-Goetz**
- IV. APPROVAL OF MINUTES: March 9, 2019 and August 20, 2019 (Discussion/Action)**
- V. POLICY AND PROCESS (Information or Discussion/Action)**
 - A. Distance Education Procedure Change in CIM (CourseLeaf) (Information) – M. Bowen**
 - B. GE Submission Process (Information) – M. Bowen**
- VI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. None**
- VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. None**
- VIII. MINIMUM QUALIFICATIONS (Discussion/Action)**
 - A. None**
- IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - 1. None**
- X. SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - 1. None**
- XI. SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - 1. None**
- XII. FIRST READING:**
 - A. CURRICULAR PROPOSALS REQUIRING SECOND READING* (Discussion/Action; see attachment)**

¹ Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker's comments to be deferred until the meeting progresses to that topic.

1. None
 - B. CURRICULAR PROPOSALS NOT REQUIRING SECOND READING (Discussion/Action; see attachment)
 1. None
 - C. PROGRAMS: (Discussion/Action; see attachment)
 1. None
- XIII. ADMINISTRATIVE CHANGES (Discussion/Action)**
- A. CJ V36 (co listed with ANTH V36) - proposal for approval of local GE area B2 (Discussion/Action) - M. Bowen
 - B. NS V10 – withdrawing proposal for CSUGE B2 (Discussion/Action) – M. Bowen
 - C. Removal of deleted/renumbered courses from GE Lists (Discussion/Action) – M. Bowen
 1. GERM V51A (C2), HMSV V50 (B2)
- XIV. AA/AS GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL ON LOCAL GE LIST (Discussion/Action)**
- A. P&GE Recommendations
 1. ART V02D (C1), ART V09A (C1), BUS V43 (B2), HIST V87 (B2/C2), MUS V03 (C2) – already approved for C1 and F, MUS V06 (C2) – already approved for C1, MUS V08 (C2) – already approved for C1, MUS V09A (C2) – already approved for C1, MUS V09B (C2) – already approved for C1, PSY V32 (B2/F)
 - B. Courses Approved By 4-year Universities (CSUGE-B / IGETC)
 1. AG V42 (A1), BIOL V32/BIOT V32 (A1), CD V62 (B2), COMM V02 (B2), ENGL V14 (C2), ESRM V11 (A1) – already approved for A2, FILM V10 (C2), FILM V11 (C1), PHIL V10 (B2) – already approved for C2, SWHS V01 (B2) – previously HMSV V50, THA V17A (C1/C2), THA V17B (C1/C2), THA V29A (C1), THA V29B (C1)
- XV. DISCUSSION/INFORMATION (Information or Discussion/Action)**
- A. None
- XVI. REPORTS (Information)**
- A. Co-Chairs
 - B. Articulation – T. Brabander
 - C. Board of Trustees/ DTRW-I
 - D. Subcommittees/Workgroups
 - E. New Curriculum Approvals at the State (CCCCO)

<p style="text-align: center;">NEXT MEETING September 17, 2019 - MCW-312</p>
--

Written materials relating to a Curriculum Committee meeting item that are distributed to at least a majority of the Curriculum Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Curriculum Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of:

Jennifer Kalfsbeek-Goetz, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003 - (805) 289-6464

Sarah Ayala

From: Michael Bowen
Sent: Saturday, April 27, 2019 10:59 AM
To: Sarah Ayala
Cc: Thao Brabander; Kimberly Hoffmans; Arlene Reed; Shannon Davis; Letrisha Mai; Beatriz Herrera; Michael Callahan
Subject: Action requested: Remove catalog paragraphs describing transferability of course work from institutions not regionally accredited

Hi Sarah,

Letrisha and Shannon have brought to my attention the fact that a change made to AP 4100 (apparently more than a decade ago) was never reflected in our catalog. (To be fair, MC didn't update its catalog, either, but it is about to, so I think we should follow suit; OC already updated its catalog some time ago.)

In a nutshell, per the AP (which in turn was revised due to changes in Title 5 as noted in the AP), we *only* accept (for transfer) courses completed at *regionally accredited* institutions; the applicable excerpts from the AP language appear below (highlighting appeared in the notification that Shannon sent me; it is not mine). (This message [in blue text, to distinguish it from lengthy attachments] continues following the excerpts.)

As authorized by the California Code of Regulations, Title 5 (Education) section 5 Governing Board confers the Associate in Arts degree, the Associate in Science degree, the Associate in Science for Transfer (AS-T) and Certificates of Achievement on students who provide evidence of proficiency as listed in this administrative procedure and the college catalog, and who file with the district their certificates. In accordance with Title 5 section 55070, the VCCCD also confers local certificates.

Only those courses which have been designated as appropriate to the associate degree standards and criteria described in Title 5, Section 55002 and have been properly evaluated for transfer or certificate awarded by the district. Courses completed at regionally accredited institutions are eligible to meet the same standards. District policies and procedures regarding general education courses in the college catalog and must be filed with the California Community College Chancellor.

Graduation Requirements for Degrees, Certificates, and Proficiency Awards of the

Associate Degrees and Associate Degrees for Transfer

For the Associate in Arts (AA) or Associate in Science (AS) degree, a student must:

- Demonstrate competency in reading, in written expression, and in mathematics by the end of the first catalog year.

in a designated major, an area of emphasis, and/or in general education. The pe

Reciprocity for Local General Education Requirements

Colleges shall apply courses taken at other regionally accredited colleges or uni
the student would have received credit at the institution where they were origin
places or meets our GE criteria/description or would place a comparable course,
Resolution 09.02 spring 2010)

Catalog Rights/Continuous Enrollment

A student remaining in continuous enrollment at one or more of the colleges of the other **regionally** accredited college or university, may meet the VCCCD graduation requirements thereafter. This applies only to graduation requirements and not to policies, procedures. Enrollment is defined as attendance in at least one term each calendar year. Any of the following (I, IP, RD, W, MW and prior to fall 2009: CR and NC) shall constitute enrollment or at least one term.

A student who has not maintained continuous enrollment is considered to be under a petition/waiver for extenuating circumstances. This petition must be initiated by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive enrollment or continuous attendance. Some agencies define continuous enrollment as attendance in at least one term each calendar year. Those who may be ineligible for financial aid, veterans and alien students.

Academic Year

The fall semester is the first term of an academic year. A summer term, whether one or two semesters, is not an academic year.

Guidelines for Additional Degrees, Certificates of Achievement, and Proficiency Awards

Any college in the Ventura County Community College District will award additional awards to students under certain criteria which follow below. Students seeking an additional degree at an accredited institution will only be required to complete minimum (1) residency, (2) credit requirements, (4) major and (5) scholarship requirements. There will be no additional requirements for additional degrees.

U.S. Degrees: A student who has earned an associate degree or higher at any **regionally** accredited institution may earn additional associate degrees. Institutions must be **regionally** accredited by one of the following:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Postsecondary Education
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Colleges and Universities
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

Foreign Degrees: A student who already holds an associate degree or higher degree from a foreign institution may earn additional associate degrees. The foreign institution must be accepted **regionally** U.S. accrediting bodies or evaluated as equivalent to a **regionally** accredited institution.

For this reason, I recommend that we remove the following paragraphs from the second column of page 18 of the 2019-20 draft catalog, so that our next catalog aligns with the other two colleges. The paragraphs document an exception that appears not to be permitted in the current version of the AP. Since the change is resulting from action of the BOT, I don't think it would be meaningful to have this "approved" by curriculum committee, although I recommend announcing the change as an information item at the first TR and CC meetings in the fall, as well as at the next counseling department meeting.

FROM OTHER ACCREDITED INSTITUTIONS:

Coursework presented on official transcripts from nationally or professionally accredited colleges and universities may be eligible for lower division credit from Ventura College based on an approved Petition for Variance, recommendations for lower division baccalaureate credit by the American Council on Education, or other evaluative alternatives utilized by college counselors.

All transfer coursework is evaluated based upon the current information and practices specified in the Accredited Institutions of Postsecondary Education by the American Council on Education. Students transferring to colleges of the Ventura County Community College District are required to declare all previous college attendance. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

I am sending CCs to Arlene, Thao, Bea, Michael C., and Kim so they are also aware of the change, and so they may comment if desired.

Kind regards, --Michael



Curriculum Committee Minutes - **DRAFT**

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, March 19, 2019 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2019 UNLESS OTHERWISE NOTED.

Called to order: 3:06pm

I. ROLL CALL (Quorum is 9 out of 17 voting members)

VOTING MEMBERS		P=Present A=Absent				
Faculty co-chair	Michael Bowen	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Articulation Officer	Thao Brabander	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Academic Senate President	Lydia Morales	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
AFT Rep.	Vacant	<input type="checkbox"/> P	<input type="checkbox"/> A			
Career Education I Division	Kelly Wellman	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	(Vacant)	<input type="checkbox"/> P	<input type="checkbox"/> A
Career Education II Division	Chad Stangeland	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	John Clark	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
SLO Committee Representative	Asher Sund	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Health, KIN, ICA, and Performing Arts Division	Jeff Fischer	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	(Vacant)	<input type="checkbox"/> P	<input type="checkbox"/> A
Vis. Arts, Behv/Soc Sciences, and Lang Division	Maline Werness-Rude	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Scott Corbett	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
English & Math Division	Peter Yi	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	(Vacant)	<input type="checkbox"/> P	<input type="checkbox"/> A
Librarian	Peter Sezzi	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Sciences Division	Chloe Branciforte	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Jennifer Garner	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Student Services Division	Mario Rivera	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Lauren Wintermeyer-Ramirez	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A
Technical Review Chair	Michael Callahan	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
NON-VOTING MEMBERS						
CIO co-chair	Kimberly Hoffmans	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
ASVC Rep. (ASVC Senator of Internal Affairs)	Claribelle Ezennia	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Dean	Tim Harrison	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	Dan Kumpf	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Phillip Briggs	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	Felicia Dueñas	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Lynn Wright	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	David Bransky	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A
Dean	Debbie Newcomb	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Academic Data Specialist	Olivia Long	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Academic Data Specialist	Kelly Denton	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			
Recorder/Curriculum Technician	Sarah Ayala	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A			
Registrar	Arlene Reed	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A			

DE Committee Liaison: Sharon Oxford (present)**Guests:** Dorothy Farias (AG), Nicole Falco (BUS)

II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)

M. Bowen called for a motion to approve the agenda.

Motion by: K. Wellman

Seconded by: M. Rivera

Discussion: None

Final resolution: Agenda adopted as presented

*Yes: ALL M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, J. Fischer,
J. Garner, M. Rivera, A. Sund, K. Wellman, M. Werness-Rude, P. Yi*

No/Abstain: None

III. GENERAL ANNOUNCEMENTS, INTRODUCTIONS, AND PUBLIC COMMENTS (Information)¹

A. Guided Pathways Discussion (Discussion) – P. Sezzi

Item discussion postponed until next meeting.

Additional note: M. Bowen/Thao and other district reps went to Spring Regional Curriculum Meeting this past weekend. There was a Guided Pathways discussion at that meeting, with information as to how Curriculum Committees can get involved. Peter will talk more about that when he can be present. M. Bowen to send out his meeting notes to Curriculum Committee members so everyone can read them.

B. Volunteers needed for testing CourseLeaf (Discussion) – M. Bowen

Testing site is currently in use, and members of the team are playing with it at this point.

If anyone is interested in joining in that, please let us know. You don't have to be a computer expert, just interested in being a future user. You might consider volunteering if you have a course or program that needs attention as soon as the system is up and running. Contact M. Bowen and he'll set you up with account information.

Nothing you do in the test system will be preserved. It's a good opportunity to familiarize yourself and practice in the system and find glitches.

Testing period will be open for at least another 4 weeks.

Can send user access to the committee but we would like feedback as well.

C. Volunteers needed for "Train the Trainer" in-person meeting with CourseLeaf vendor – June 2019, date TBD (Discussion) – M. Bowen

If you'd like to be a part of the meeting with the CourseLeaf representatives where they train us to train our team, please let M. Bowen know.

Training session will be in June. Kim will try to work out a way to pay you for the training day.

Additional announcements:

K. Hoffmans – talked about having an off-campus Curriculum Committee group celebration. April 4th as a possible date - a Thursday at 4pm. Kim would like to invite the group to her house for the event. Ideas/preferences? Kim will tentatively calendar this for April 4th.

¹ Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker's comments to be deferred until the meeting progresses to that topic.

M. Bowen: CurricUNET is officially “read only” at this point. Attached documents are not transferring over. If you have any documents for courses and programs in there that you want, you can get in there until the end of the month to get them out. Would be a good idea to get the attachments for your programs out in your files. “Read only” status is only guaranteed to last until the end of March.

As a warning, do not to rely on the State system as they lost a lot of our attachments when they transferred information over to their new system. If it’s not there or in the Curriculum Share drive, the next step is to look in the individual departments. If the Dept doesn’t have it, then it has to be built again from scratch. Please mention this to your faculty and department. We have no idea what’s going to happen in CurricUNET after the end of this month.

IV. APPROVAL OF MINUTES: (Discussion/Action)

M. Bowen called for a motion to approve the minutes from the 1/15/19 meeting.

Motion by: M. Rivera

Seconded by: M. Callahan

Discussion: None

Final resolution: Minutes approved as presented

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, J. Fischer, J. Garner, M. Rivera, A. Sund, K. Wellman, M. Werness-Rude, P. Yi

No/Abstain: None

**Recorder’s Note: Lauren Wintermeyer Ramirez arrived after minutes vote*

V. POLICY AND PROCESS (Information or Discussion/Action)

A. SLO and Curriculum working together (Discussion) – A. Sund, P. Briggs

Asher and Phil have been trying to come up with a more systematic way for SLO coordinators to obtain the information they need to update courses and programs. Facilitators are looking at language and additional information to capture in TracDat – things like how a course will be assessed...when...what verbs are used, etc.

Would like for this process to happen at the front end of the approval process instead of the current system where it is looked at toward the end of the process.

Does the Curriculum Committee have thoughts/feedback on how we can work together?

Suggestions/Discussion: Notification through CourseLeaf? Add SLOs at technical review step? Additional page for SLOs on the New/Revised Course/Program forms?

Should be easy to add a notification in CourseLeaf (similar to DE)

This new process would be most applicable to new courses and programs.

Nathan and Asher are the current SLO facilitators. Nathan will not be continuing next year, so there will be a need for another SLO facilitator. If you or anyone you know is interested, encourage them to apply.

**B. Changes to Title 5 regulations governing Distance Education (Discussion)
– S. Oxford**

There's been a some changes that became effective March 17th, 2019:

Few of them are changes in wording, definition of Distance Education.

Took out ambiguity with DE in relation to the American Disabilities Act.

Biggest thing –Always asked for Student to Instructor contact. Now, Student to Student participation must be included.

Flip Grid automatically captures the video the student creates –work with your Instructional Technologist.

Still needs separate course approval – but now the DE addendum needs to address the outcome and how course outcomes will be achieved in DE format, and the accessibility requirements and student to student contact.

Question: Do we have to go back to our previous DE proposals, or will they be “grandfathered” in? Title 5 usually mentions this but doesn't usually give us a timeline. From a Curriculum Committee perspective, when the course is coming through the 5-year review, we will look at the DE then.

Even if it's not on the course outline, we need to make sure that every DE course includes that student to student contact.

How does this affect the Hybrid courses? Objectives will be in the “face to face” part, but hopefully linked to the online part.

There are lots of tools VC provides to help faculty with these requirements and student to student interaction tools. Contact DE department for assistance. Friday sessions from 10-12 every single Friday. Different topics each week. Part is instruction/information, and part is free work time.

Best practice recommendations can be found in the DE handbook on our website, but Sharon will take this topic back to the DE committee to re-look at the best practices and update when needed.

**Recorder's note: John Clark departed after DE discussion*

- VI. REQUISITES: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. None**
- VII. DISTANCE EDUCATION: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - A. None**
- VIII. MINIMUM QUALIFICATIONS**
 - A. None**
- IX. CONSENT AGENDA: CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action; see attachment)**
 - 1. None**

- X. **SECOND READING COURSES: CURRICULAR PROPOSALS FOR APPROVAL**
(Discussion/Action; see attachment)
1. None
- XI. **SECOND READING PROGRAMS: CURRICULAR PROPOSALS FOR APPROVAL**
(Discussion/Action; see attachment)
1. None
- XII. **A. FIRST READING: CURRICULAR PROPOSALS REQUIRING SECOND READING**
(Discussion/Action; see attachment)
1. None
- B. FIRST READING: CURRICULAR PROPOSALS NOT REQUIRING SECOND READING** (Discussion/Action; see attachment)
1. None
- C. FIRST READING: PROGRAM PROPOSALS FOR APPROVAL**
1. None
- XIII. **ADMINISTRATIVE CHANGES (Discussion/Action)**
- A. ART V27, ESRM V14 - SAM Code changes from “possibly occupational” to “non-occupational” due to COCI clean-up**
These have not been through Curriculum Committee review recently. They are part of a program that was updated, and COCI would not accept the update of separating CB01 and CB02 in these courses due to the SAM Code/TOP code mis-match. Since they had non-occupational TOP codes, they were adjusted to “non-occupational” SAM codes in order for the update to be approved.
- B. Program: General Studies Pattern I, Natural Science Emphasis – adding co-listed course BIOT V18 to the course list.**
BIOT V18 is co-listed with BIOL V18, which was included on the course list at the time of Curriculum Committee approval on 11/6/18. BIOT V18 needs to be added to the course list for COCI submission.
- C. Program: General Studies Pattern II/III, Natural Science Emphasis – adding co-listed course GIS V26 to the course list.**
GIS V26 is co-listed with GEOG V26 which was included on the course list at the time of Curriculum Committee approval on 11/6/18. GIS V26 needs to be added to the course list for COCI submission.

M. Bowen called for a motion to approve the Administrative Changes

Motion by: L. Wintermeyer Ramirez moved to approve ALL items together

Seconded by: J. Garner

Discussion: T. Brabander: ART V27 is co-listed with WEL V27 course. We only changed the ART course.

M. Bowen: Sometimes, TOP and SAM codes can be different in co-listed courses. All dependent on State's requests.

Final resolution: Administrative Changes approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Fischer, J. Garner,

M. Rivera, A. Sund, K. Wellman, M. Werness-Rude, L. Wintermeyer Ramirez, P. Yi

No/Abstain: None

XIV. PHILOSOPHY AND GENERAL EDUCATION CURRICULAR PROPOSALS FOR APPROVAL (Discussion/Action)

- A. Short P&GE meeting to be held immediately following the Curriculum Committee meeting if time allows (Discussion; see attachment) – T. Brabander**

There are administrative issues Thao would like to tell the committee about. Please stay after this meeting if you can – ideally there is to be 1 representative from each department at the P&GE meeting.

XV. DISCUSSION/INFORMATION (Information or Discussion/Action)

- A. None**

XVI. REPORTS (Information)

- A. Co-Chairs**

- 1. Academic Senate Meeting Update/ “Not for Credit” Contact Ed courses (Discussion) – M. Bowen**

Certificates of that were “illegally named” were brought to the attention of the Chancellor

2 Trustees were present at the Academic Senate Meeting and Faculty were able to present concerns. Some questions did address these concerns, and now at least 2 of the 5 Board members know about this and that we are not happy about it.

Lydia Morales, Academic Senate President, may have more information

Monday morning, DAC announced these certificates would be called ‘Award of Achievement’, which is still considered confusing.

Department Chairs – at the scheduled meeting on April 3rd at 3pm (MCW 314) this topic will be discussed there. All meetings are open, so if anyone from this committee would like to attend, please feel welcome to come and ask questions during the discussion.

- B. Articulation/C-ID**

CID information was passed out at the meeting. Monthly C-ID newsletter -this information can also be accessed on the C-ID website.

When prerequisites are changed due to AB-705, it needs to be sent to C-ID again for approval. This is taking a significant amount of time, and some colleges are choosing not to submit them at this time until C-ID knows exactly what to do and the dust settles from AB-705.

Second handout is the descriptors for Welding courses. There are new descriptors.

M. Bowen: at the previous regional curriculum meeting, the State advised that AB 705 is about placement, not pre-requisites. Don't be in a hurry to change your pre-reqs on Math and English. Emphasis is on placement. Changing HOW we place students, not the prerequisites of the courses. Do look through your

courses to make sure that the pre-requisites listed are those that are actually needed in light of AB 705.

C. Board of Trustees/ DTRW-I

1. DTRW-I

2. Board of Trustees

D. Subcommittees/Workgroups

E. New Curriculum Approvals at the State (CCCCO) – S. Ayala

100% of the courses submitted for Fall 2019 have been approved, and activated in CurricUNET in anticipation of the move to CourseLeaf.

*All Fall 2019 programs have been approved, and activated in COCI and CurricUNET, **with the exception of two**: ICAN-JOB (noncredit – takes a while to review at the State, but is in “review” status now), and AA-T Studio Arts – missing articulation agreements for the new courses, and those are needed at the State prior to approval. The revised AA-T Studio Arts will not make the electronic version of the catalog. If AAMs are submitted before the catalog print deadline, it may make that printed version.*

Online catalog target is Friday, March 22, so students have a week to look at it before registration starts April 1st. It won't have photos, or be totally complete (index, final articulation information), but it's as complete as it can be this early on.

NEXT MEETING

April 16, 2019 - 3:00 PM

MCW-312

Written materials relating to a Curriculum Committee meeting item that are distributed to at least a majority of the Curriculum Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Curriculum Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of:

Kim Hoffmans, Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464

Meeting Adjourned: 4:18pm



Curriculum Committee Minutes --DRAFT

Multidisciplinary Center—West 312 (MCW-312)

Tuesday, August 20, 2019 at 3:00pm

ALL COURSES/PROGRAMS IDENTIFIED IN THE ATTACHMENTS WILL BECOME EFFECTIVE FALL 2020 UNLESS OTHERWISE NOTED.

Called to order:

I. ROLL CALL (Quorum is 9 out of 16 voting members)

VOTING MEMBERS		
Faculty co-chair	<input checked="" type="checkbox"/> Michael Bowen	
Articulation Officer	<input checked="" type="checkbox"/> Thao Brabander	
Technical Review Chair	<input checked="" type="checkbox"/> Michael Callahan	
Academic Senate President	<input type="checkbox"/> Lydia Morales	
AFT Rep.	Vacant	
Career Education I Division	<input checked="" type="checkbox"/> Kelly Wellman	<input checked="" type="checkbox"/> Nicole Falco
Career Education II Division	<input checked="" type="checkbox"/> Dorothy Farias	<input checked="" type="checkbox"/> John Clark
College Outcome Group Representative	<input checked="" type="checkbox"/> Aurora Meadows	
English & Math Division	<input checked="" type="checkbox"/> Peter Yi	(Vacant)
Health, KIN, ICA, Performing & Visual Arts Division	<input checked="" type="checkbox"/> Jeff Fischer	<input checked="" type="checkbox"/> Maline Werness-Rude
Library, Languages, Behavioral & Social Sciences Division	(Vacant)	(Vacant)
Librarian	<input checked="" type="checkbox"/> Peter Sezzi	
Sciences Division	<input checked="" type="checkbox"/> Chloe Branciforte	<input checked="" type="checkbox"/> Jennifer Garner
Student Services Division	<input checked="" type="checkbox"/> Mario Rivera	<input checked="" type="checkbox"/> Gema Espinoza Sanchez
NON-VOTING MEMBERS		
CIO co-chair (Interim)	<input type="checkbox"/> Jennifer Kalfsbeek-Goetz	
ASVC Rep. (ASVC President)	<input checked="" type="checkbox"/> Michael Schouten	
Dean	<input type="checkbox"/> Tim Harrison	<input type="checkbox"/> Dan Kumpf
Dean	<input checked="" type="checkbox"/> Lisa Putnam	<input type="checkbox"/> Felicia Dueñas
Dean	<input type="checkbox"/> Lynn Wright	<input type="checkbox"/> Marcelo Vazquez
Dean	<input type="checkbox"/> Debbie Newcomb	<input type="checkbox"/> Phil Briggs
Academic Data Specialist	<input type="checkbox"/> Olivia Long	
Academic Data Specialist	<input type="checkbox"/> Kelly Denton	
Recorder/Curriculum Technician	<input checked="" type="checkbox"/> Sarah Ayala	
Distance Education Liaison	<input checked="" type="checkbox"/> Sharon Oxford	
Registrar (Interim)	<input type="checkbox"/> Sarah Mossembekker	

Guests: Rubisela Gamboa (HIST), Sandy Melton (NS)

II. ADOPTION OF THE PROPOSED AGENDA (Discussion/Action)

M. Bowen called for a motion to approve the agenda.

Motion by: K. Wellman

Seconded by: M. Rivera

Discussion: None

Final resolution: Agenda was approved as presented

*Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark,
G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, A. Meadows,
M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi*

No/Abstain: none

III. INTRODUCTIONS, GENERAL ANNOUNCEMENTS, AND PUBLIC COMMENTS (Information)¹

A. Introduction and welcome of new members (Information)—M. Bowen

Introductions around the room. New members: Dorothy Farias (AG), Nicole Falco (BUS), Gema Espinoza-Sanchez (COUN), Aurora Meadows (SLO Rep), Asher Sund (SLO rep).

B. CourseLeaf CIM status (Information)—M. Bowen and COG representative

1. System status and major outstanding bugs

- i. Program revisions and deletions
- ii. Distance education proposals
- iii. Same-as (co-listed) courses

CourseLeaf consists of several parts – we have purchased the curriculum inventory management part

System is operational, but due to the significant bugs in the system, we are not quite ready to enter new course and/or program proposals just yet.

First major problem – program revisions are not working right now. The “edit” button is missing.

Distance Education – “DE only” edits are an issue. One of the fields blocked out when that option is selected is the actual DE box.

Co-Listed courses – no longer have to keep 2 course outlines of record. Can put them both in one course outline. But, even co-listed courses can have a few differences (TOP/SAM code, etc.) Bug with the co-listed courses and their relationships together.

2. Integration of CSLO/PSLO modifications with CIM procedures

In the process of adding a link to CLSO website which will allow you to go straight from CourseLeaf.

Question: Is Kim still overseeing the transition phase? Jennifer Kalfsbeek-Goetz (Interim VPAA) and Kim are sharing the duties now, and gradually, Jennifer will be taking over.

¹ Five minutes is allotted to any member of the public who wishes to address the curriculum committee, with a maximum of twenty minutes per topic aggregated for all speakers, unless extended by vote of the committee. At the request of any speaker proposing to address a specific agenda item, the committee may also vote to permit that speaker’s comments to be deferred until the meeting progresses to that topic.

C. Title 5 index and curriculum website list (Information) (Attachment)—

M. Bowen

See attachment from Curriculum Committee agenda packet for Title 5 requirements on particular topics, links to colleges that have public curriculum sites.

D. Public comments

Aurora Meadows – SLO Facilitator: SLOs need to be added both into CourseLeaf and the Student Learning Outcomes on the VC website. If you need any help, you can ask her or Asher Sund. Contact information on the flier that was distributed to attendees, or through campus email.

IV. PLANNING, PROCEDURES, AND TRAINING (Information or Discussion/Action)

A. Adoption of Curriculum Committee meeting date calendar for AY 19–20 (Discussion/Action) (Attachment)—M. Bowen

M. Bowen called for a motion to approve the proposed Curriculum Committee meeting calendar

Motion by: P. Yi

Seconded by: P. Sezzi

Discussion: Submission and final reading deadlines will be added after vote and final version sent out. Deadlines passed out on handouts at the meeting.

Final resolution: Proposed meeting dates approved

Yes: M. Bowen, T. Brabander, C. Branciforte, M. Callahan, J. Clark, G. Espinoza-Sanchez, N. Falco, D. Farias, J. Fischer, J. Garner, M. Rivera, P. Sezzi, K. Wellman, M. Werness-Rude, P. Yi

No/Abstain: none

B. Curriculum and articulation goals for AY 19–20 (Information) (Attachment) - M. Bowen and T. Brabander

Put together by Michael and Thao. See attachment from Curriculum Committee agenda packet for details.

S. Ayala: Note regarding programs in the catalog: Courses in programs that had been changed or deleted, but not updated officially in the program/revised program submitted to the State, and therefore now incorrect, had be grayed out and notated with footnotes under each program where this occurred. Text type appears grey in the online version of the catalog, but it did not happen for some reason in the printed version – type is all black there.

T. Brabander – year goal is to focus on ADT programs, and navigating new articulation websites/checking VC information there.

C. Suspension of 5-year review requirement for AY 19–20

Suspending the reviews in order to get settled in with CourseLeaf, and to minimize course traffic while bugs are detected and fixed.

D. ASCCC Curriculum Institute report (Information)—M. Bowen

1. Title 5 and CCCCO update highlights

- i. A noncredit course may be a requisite for a credit course (55002(c)(5))*

- ii. *Requisites may be justified if expressly required by 4-year schools with which we have transfer agreements (55003(d)(1))*
- iii. *If a course satisfies English/Math competency, then it must also satisfy local GE area D1/D2 (55063)*
- iv. *DE addenda must document how courses achieve regular effective contact among students and comply with ADA-and section 508 (55206)*
- v. *Proficiency awards of 16.0–17.5 units must be converted to COAs (55070(a))*
- vi. *From CCCCCO: More streamlining is coming, and new MIS CB codes for AB 705*
- vii. *Brand new transfer degrees for UC schools – no 60 unit limits like CSU system. Starting with Chemistry and Physics. Courses must be UC transferable. No requirement that these are offered.*

E. CourseLeaf CIM Training (Information)—M. Bowen

Presentation posted on the Curriculum Committee page, on the VC website under “Resources” tab.

NEXT MEETING

September 3rd, 2019 - 3:00 PM

MCW-312

Written materials relating to a Curriculum Committee meeting item that are distributed to at least a majority of the Curriculum Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Curriculum Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of:

Jennifer Kalfsbeek-Goetz, Interim Vice President Academic Affairs
Ventura College - 4667 Telegraph Road - Ventura, CA 93003
(805) 289-6464